

Department:
Meskwaki Natural Resources

Job Title:
Natural Resource Coordinator

Classification:
Non-Exempt

Duties and Responsibilities:

- Maintain and update Natural Resource management plans, policies and procedures;
- Maintain and update research methods and procedures for monitoring Tribal Natural Resources;
- Assist the Director in the development and implementation of MNR projects, work plans and budgets;
- Grant writing, manage, coordinate and implement departmental grants;
- Coordinate West Bend Activities;
- Assist the director in the supervision of MNR staff and oversee NR Project leaders
- Assist in coordination and implementation of the Wildland burn program on Tribal Property;
- Coordinate and implement wetland programs and wetland determination on Tribal lands;
- Coordinate and implement NEPA documents & Environmental Assessment documents.
- Attend training conferences and meetings as appropriate to assigned responsibilities;
- Maintain accurate records for reporting of work activities, data and information gathered for the Natural Resources Department;
- Develop and maintain a positive working relationship with a variety of State and Federal agency representatives and the general public living on and near the Sac & Fox Settlement;
- Assist with operation and handling of the Meskwaki Buffalo Herd.
- Other duties as assigned

Requirements:

- Bachelor's Degree in an Environmental or Natural Resource Discipline, plus three years professional level experience or equivalent combination of education and professional experience in Natural Resource related work;
- Must possess 1 year min of manager/supervisor experience;
- Must possess a valid driver's license;
- Working knowledge of the current principles, techniques, and terminology relating to the environment and its effects on public health.
- Prefer experience in working within the Native American Community and/or knowledge of the Meskwaki culture and the Sac & Fox Settlement;
- Knowledge of EPA, BIA and other Federal Regulations;
- Grant Writing abilities;
- Trained in Wetland Mitigation; NEPA and EA.
- Knowledge of Iowa Land, structure and History;
- Training in air quality & Training in water quality;
- Travel required.

Skills:

- Effective written, verbal and listening communication skills;
- Computer skills, including word perfect, access, excel
- Ability to lift 50 lbs on a daily bases
- Physical ability to collect field data, and to work in all weather conditions;

Supervision:

- Supervised by the Natural Resource Director

Salary:

- Annual salary range: \$– \$